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## NSC Declassification/Release Instructions on File

Chief, Management Staff

16 January 1957

Chief, Records Management Staff

Records Center Addition

1. Attached are Tab "A" which gives the status of Records Center holdings and the rate at which storage space at the Center is being utilized, and Tab "B" which explains the additional costs and probable construction delays if the scope of the project were reduced. Briefly, these papers point up that:

a. The Records Center will be filled to capacity by 25 September 1957.

b. By omitting, from the project, construction of the upper story, only half of the storage space originally proposed would be gained; yet the cost for this increment of construction would be 82 per cent of the total cost estimated for the full project.

c. Construction of the upper story at a later date would increase the cost for the entire project by 11 per cent.

d. Complete revision of plans would delay construction by six months or more. The expenditure for present plans and specifications (\$18,000) would be wasted.

2. The need for an addition to the Records Center as originally proposed has been established. I therefore feel that any alternate proposal would be uneconomical and contrary to the President's policy to hold construction costs to an "economic minimum," as stated in Tab "C". Moreover, any construction delays or an outright disapproval of the expansion project can only increase expenditures for safe cabinets and aggravate the present space problem.

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Mgt S/RMS/LGC:rea (16 January 1957)

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STATUS OF RECORDS CENTER HOLDINGS AS OF 31 DECEMBER 1956  
AND ESTIMATE OF WHEN ADDITIONAL RECORDS CENTER SPACE WILL BE NEEDED

1. Gross Capacity of Records Center  
(Includes space for utilities, aisle, office, etc.) - - 21,290 sq. ft.
2. Gross Capacity for Storage of Inactive Records - - - - 41,220 cu. ft.
3. Space Occupied by Records in the Center as of  
31 December 1956 - - - - - 32,394 cu. ft.
4. Net Space Available for Inactive Records - - - - - 8,826 cu. ft.
5. Estimated Space to be Gained at the Center Through  
Destruction of Records During Calendar Year 1957 - - - 2,400 cu. ft.
6. Total Space To be Available for Inactive Records in  
1957 - - - - - 11,226 cu. ft.
7. Estimated Rate of Receipt of Inactive Records by the  
Records Center in 1957 Per Work Day - - - - - 60 cu. ft.
8. Number of Working Days Before Records Center is  
Filled - - - - - 187
9. Date When Records Center Will be Filled - - - - - 25 Sept. 1957
10. Estimated Completion Date of Proposed Addition to  
Records Center. (Based on assumption that a  
contract will be awarded not later than 15 March  
1957) - - - - - 15 Oct. 1957

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Chief, Records Management Staff

15 January 1957

Acting Chief, Real Estate and  
Construction Division

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Addition to Storage Building, [REDACTED]

1. As requested, this office has reviewed the subject project with the thought of reducing it in size to meet the present immediate requirements and yet meet the intent of the president's recent request to reduce new construction.

2. This project consists of a two-story storage building with a basement to contain mechanical equipment. The size, shape, and location was determined and based upon your requirements submitted to us, and with the idea that this addition would be an increment of the ultimate structure which envisioned further future increments. A reduction in the presently contemplated increment would be a further subincrementing.

3. With the present construction plans completed, the only feasible way to reduce this unit without several months delay would be to omit the upper story, building only the basement and first floor. This would necessitate a revision of the present plans. Where the full two-story project was estimated to cost \$394,161.00, the omitting of the second floor would make the project cost approximately \$323,000.00 or 82 per cent of the first cost to obtain half of the original storage space requirements. This method of reducing the project would least affect the time schedule for its completion by 15 October 1957. The time required for revision of plans would be offset by a shorter construction period. To construct the upper story in the future, assuming prices remain the same, would cost an estimated amount of \$112,500.00. Therefore, adding this to the \$323,000.00 cost would make an ultimate total cost of \$335,500.00, instead of the present total of \$394,161.00, a 11 per cent increase.

4. Any other approach to the problem of reducing the project would require a complete redesign and restudy of the situation and new drawings developed which could result in a loss of time, extending into six months or more. In such an approach, the cost of the present plans and specifications (\$18,000.00) would be lost, and an additional cost for new plans and specifications incurred.

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Distributions:

Orig. & 1 - Addressees

1 - C

1 - RIC (Project)

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RL/RRC/... [REDACTED] 15/10/57 (25 October 1957)

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THE WHITE HOUSE  
WASHINGTON

December 20, 1956

Dear Mr. Dulles:

Transmitted herewith for your information and action is an extract from Cabinet Record of Action RA - 56-63 from the meeting of Friday, December 14, 1956. This extract is a statement of budget policy set forth by the President at this meeting and is applicable to the entire Executive Branch.

"1. The Budget Outlook

ACTION:

The President set forth the following principles of budget policy which are to guide the Administration for the remainder of FY 1957 and for FY 1958:

- a) New hiring is to take place only after a review has demonstrated that a vacated position cannot be abolished or filled by transfer.
- b) The rate of expenditures for construction for which obligational authority either is now available or may be granted by Congress is to be held to the economic minimum, and requests for new obligational authority for construction are to be made for essential projects only, in order that federal spending will not increase the competing pressures for money, manpower, materials and equipment.
- c) It will be the personal responsibility of each Department and Agency Head to implement these principles within his organization, and to hold his operating subordinates correspondingly responsible."

Sincerely,

Maxwell M. Rabb  
Secretary to the Cabinet

The Honorable Allen Welsh Dulles  
Director of Central Intelligence  
Washington, D. C.

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